

SENIOR EXECUTIVE SERVICE

CANDIDATE DEVELOPMENT PROGRAM



U.S. NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC

U.S. Nuclear Regulatory Commission

SES CANDIDATE DEVELOPMENT PROGRAM

TIME TABLE

Public Announcement of the Program: October 15, 2001

Applications Due to the NRC Office of Human Resources: December 10, 2001*

Selection of Candidates: March 2002

Program Begins: April 2002

Area of Consideration: All groups of qualified individuals within the civil service at the GG/GS/GM-14, 15 or above, or equivalent level

Duty Locations: U.S. Nuclear Regulatory Commission
Headquarters and Regional Offices

Program Location: Rockville, Maryland

***NRC Applicants:** Completed application forms must be forwarded, through each successive supervisory level, to your Office Director/Regional Administrator **no later than November 21, 2001.**

PROGRAM OBJECTIVES

To support succession planning, the Senior Executive Service (SES) Candidate Development Program prepares individuals who have demonstrated exceptional managerial potential for leadership positions at the U.S. Nuclear Regulatory Commission (NRC). Participants in the program will engage in developmental assignments and formal training activities to enhance their executive competencies and to increase their awareness of public policy, programs, and issues. The program seeks to promote the development of a Government-wide corporate SES culture through exposure to ideas and concepts across Government, and to promote diversity in the SES by preparing a demographically diverse pool of qualified applicants for leadership positions.

Candidates who successfully complete the program and receive certification of their executive qualifications by an Office of Personnel Management Qualifications Review Board under the criterion of 5 U.S.C. 3393(c)(2)(B) will be eligible for non-competitive appointment to the SES. **Participation in the program does not guarantee placement in an SES position.**

SUMMARY OF PROGRAM CHARACTERISTICS

LENGTH

The SES Candidate Development Program is an 18-month, part-time program. Participants will continue to occupy their regular positions except while they are attending formal training or seminars, or while on rotational assignments. Selectees from other government agencies will be hired for specific positions or given term or limited appointments, whichever is most appropriate.

INDIVIDUAL NEEDS ASSESSMENT

Each participant will complete an individual needs assessment designed to determine those competencies which will be developed or reinforced during the program. Results of this assessment will be discussed individually with each participant.

ORIENTATION

Each participant will be provided with program requirements, policies, and expectations. Participants will also meet with top agency management to discuss NRC policy and issues and expectations for the program.

SENIOR ADVISORS

Through their experience, proven capabilities, and management perspective, SES Senior Advisors will, during the course of the program, assist participants in further clarifying their developmental objectives and in identifying developmental assignments and activities. Usually Senior Advisors will be assigned to participants based upon a participant's developmental objectives.

INDIVIDUAL DEVELOPMENT PLANS

An Individual Development Plan (IDP) will be prepared by each participant, along with the immediate supervisor and the Senior Advisor. The IDP, which will be used to document the dates each participant starts and finishes the program, will be approved by the NRC Executive Resources Board, and will be updated or revised as needed throughout the program.

DEVELOPMENTAL ASSIGNMENTS

Significantly challenging rotational assignments totaling 4 months of full-time service will be required of all participants. These assignments will be designed to help prepare participants for the nature and scope of positions they are likely to assume in the SES. The number and type of assignments will be developed by the participant, the immediate supervisor, and the Senior Advisor, and will be documented specifically in the Individual Development Plan.

INTERAGENCY TRAINING

A formal interagency training experience of at least 80 hours that addresses the executive core qualifications and their application to SES positions Government-wide is required. The training experience will include interaction with other Federal employees to promote the development of a Government-wide corporate SES culture and to broaden the candidate's knowledge and skill through exposure to ideas and concepts across Government.

SUPPLEMENTAL SEMINARS

Candidates will participate in specifically selected and tailored management seminars which will be scheduled throughout the period of the SES Candidate Development Program. These seminars will supplement the interagency training experience.

GROUP PROJECT

Candidates will participate in a group project to address a real Agency need or issue. The purpose of the project is to provide participants an opportunity to learn with and from each other as they confront an issue and implement an agreed-upon course of action.

PERFORMANCE EVALUATION

Performance in the program will be evaluated periodically to assure timely completion of program activities and individual developmental activities as specified in the IDP, based on feedback from Senior Advisors, supervisors, rotational assignment supervisors, and the Program Manager.

QUALIFICATIONS

Typically applicants selected for this program will possess a level of knowledge and experience sufficient to direct and evaluate engineering, scientific, administrative-management, or legal activities associated with the regulation of nuclear facilities and nuclear materials including waste, security and

safeguards. Because a majority of NRC SES positions are technical and support the strategic arenas described in NRC's Strategic Plan, it is expected that most selectees will be from among applicants possessing engineering and scientific training and experience.

A representative listing of disciplines used by NRC is shown below:

Engineering

Chemical	Materials
Civil	Mechanical
Environmental	Nuclear
Electrical	

Administrative-Management

General Administration	Computer Science
Finance	Program Analysis
International Affairs	
Operations Research	

Scientific

Biology	Mathematics
Chemistry	Metallurgy
Geology	Physics
Health Physics	Seismology
Hydrology	Statistics

Legal

Additional weight will be given to applicants whose knowledge and experience are interdisciplinary and demonstrate the capacity to direct and evaluate activities in more than one functional area or field of specialization, as well as those willing to relocate to another geographic location.

Candidates must also demonstrate competence or potential in the following SES Executive Core Qualifications:

- Leading Change
- Leading People
- Results Driven
- Business Acumen
- Building Coalitions/Communication

EVALUATION METHODS

Applicants will be rated on the extent to which they meet the qualifications stated above, on management endorsements from each supervisory level, and on their written statements addressing the five SES Executive Core Qualifications.

NRC employees must submit their application to their immediate supervisor, who will complete a supervisory statement, and forward the complete package (applicant's materials and the supervisor's input) on to the next level of management. Similarly, each successive management official will provide his/her endorsement, up to and including the Office Director/Regional Administrator. Each Office Director and Regional Administrator will rate his/her office's applicants against the Executive Core Qualifications as expressed in the supervisory endorsements and as detailed in the applicant's work history, and assign each an A, B, or C rating. The Office Director/Regional Administrator will further rank all applicants in hierarchical order before forwarding all application materials, including supervisory statements, to the Office of Human Resources. Non-NRC applicants should submit their application materials for review and endorsement up to their second-level supervisor and then to the NRC Office of Human Resources.

The Office of Human Resources will review packages for completeness and convene an SES Review Panel to evaluate the applicant's work experience, description of executive competencies and supervisory endorsements in relation to their executive potential and agency program objectives (i.e.,

such factors as the organizational and mission needs of the agency as articulated in NRC's Strategic Plan, anticipated SES requirements, etc.).

Additional weight will be given to applicants whose knowledge and experience are interdisciplinary and demonstrate the capacity to direct and evaluate activities in more than one functional area or field of specialization, as well as those willing to relocate to another geographic location. The panel will forward their recommendations to the NRC Executive Resources Board for further consideration and selection.

Evaluation of candidates will be without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization, personal favoritism, or other non-merit factor.

SALARY AND APPOINTMENT TO AN NRC POSITION

Appointment of candidates selected for this program from other Federal agencies will be made at the GG-14 or GG-15 level. Salary will be set based on experience, qualifications, and related considerations. A security clearance is required and is a condition of employment and participation in this program. All selectees must be U.S. citizens and may be subject to pre-appointment drug testing.

HOW TO APPLY

Applicants must submit a completed NRC Form 356, "Application for the U.S. Nuclear Regulatory Commission Senior Executive Service Candidate Development Program," which includes a Personal Data and Summary of Work Experience, Description of Executive Competencies, Supervisory Endorsements, and Mobility Statement and Certification. See "Evaluation Methods" above for instructions on submitting the application material through successive supervisory levels. **Do not attach any additional materials such as resumes, performance appraisals, position descriptions, certificates of training, or publications. The use of forms other than those specified may result in disqualification.**

For internal candidates, completed application forms must be forwarded, through each successive supervisory level, to your Office Director/Regional Administrator no later than November 21, 2001. External applicants should submit their application package to the following address no later than December 10, 2001:

Office of Human Resources
Mail Stop O-3 E17A
Attn: Johanna Gallagher
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

For More Information on the NRC SES Candidate Development Program, Contact:

Eileen Mason
Phone: 301-415-7532
E-mail: ebm@nrc.gov

For More Information on Application Procedures, Contact:

Johanna Gallagher or Dawn Moss
Phone: 301-415-2026 or 301-415-3969
E-mail: jpg2@nrc.gov or ddm@nrc.gov

NRC Form 356, "Application for the U.S. Nuclear Regulatory Commission Senior Executive Service Candidate Development Program" and the Office of Personnel Management's *Guide to Senior Executive Service Qualifications* are available on the OPM web site at <http://www.OPM.gov/ses/handbook.html> or by calling the phone numbers listed above.